

BUSINESS OR PROFESSIONAL LICENSE CLEARANCE FORM

Clearance forms are required for all businesses located in the City or County limits of Sumter, SC. Any new business or change of location for an existing business should complete this form and return it to the Business License Office.

- (1) Date : _____ SIC# _____
- (2a) Name of Business : _____ Sales Tax # _____
- (2b) Street Address : _____ Phone: _____
- (3a) Business Owner : _____ SS#: _____
- (3b) Street Address : _____ Phone: _____
- (4a) Property Owner(s) : _____ SS#: _____
- (4b) Street Address : _____ Phone: _____
- (5) Type of Business : _____
- (6) Type of Business : (☐)Residence (☐)Store (☐)Office Building
(☐)Warehouse (☐)previous use _____
_____ Square Footage

We have taken your application to operate a business in the City or County of Sumter. However, before a license can be issued, it will be required to get the necessary approvals. Approvals needed are depended upon the location and nature of your business.

A check mark will indicate approvals which need to be obtained. Upon completion of the clearance sheet, you may mail or bring it along with your remittance to our office. Then and only then will you be eligible to conduct business. Should this application be disapproved, all fee deposits will be refunded in full.

In the event of a change of location or ownership of a business, the same procedure shall be followed within (10) days of change.

If for some reason you have a problem, please do not hesitate to call our office at (803) 436-2545.

**21 N. Main Street, Third Floor
(803) 436-2545**

**City of Sumter
P.O. Box 1449
Sumter, South Carolina 29151
ATTN: Business License**

NOTE: THE ACCEPTANCE OF THIS APPLICATION FOR REVIEW AND THE PAYMENT OF FEES DOES NOT CONSTITUTE THE APPROVAL OF THIS APPLICATION. APPROVAL IS GRANTED ONLY UPON THE RECEIPT OF A BUSINESS LICENSE. THIS APPLICATION IS NOT A LICENSE.

I FURTHER STATE THAT I HAVE PROVIDED THE ABOVE INFORMATION AND THAT IT IS TRUE AND CORRECT. I ALSO STATE AND AGREE TO ABIDE BY ALL LAWS, CODES, AND REGULATIONS OF SUMTER CITY/COUNTY AND THE STATE OF S.C.

Print Name/Position

Signature

Date

FOR OFFICE USE ONLY

APPROVAL:

(1) Planning Commission----- (803) 436-2516
Zoning
Tax Map Number: _____ SIC#: _____

() Approved

() Disapproved

Signature

Date

(2) Fire Inspection----- (803) 436-2600

() Approved

() Disapproved

Signature

Date

(3) Building Inspection----- (803) 436-2529

() Approved

() Disapproved

Signature

Date

COMMENTS:

